Department of Public Works Environmental Protection Division

Industrial Periodical Compliance Report Summary Sheet Instructions

GENERAL

1. A Periodical Compliance Report Summary Sheet (PCR) MUST be submitted for each reporting period, including voluntary and re-sampling monitoring that is more frequent than permit requirements. An authorized representative of the permitted facility must SIGN the certification statement in the PCR Summary Sheet and SUBMIT the summary sheet, all chains of custody, and the lab result sheets to the City of Manchester EPD.
2. It is STRONGLY recommended that self -monitoring sampling be performed early in each monitoring period. This will ensure that Periodical Compliance Reports are not submitted late.
3. It is the permitee's RESPONSIBILITY to ensure that all information is complete and accurate, and that analytical results are summarized in an accompanying PCR Summary Sheet.
4. Be sure to use a SEPARATE PCR Summary Sheet for each permitted monitoring point.

LABORATORY RESULT SHEETS

Laboratory Result Sheets, provided by a certified analytical laboratory, MUST be submitted with all PCR reports. Analytical results MUST be summarized in an PCR Summary Sheet. The lab sheets must provide the following information.

1. **Sample Date:** The date on which a wastewater sample is collected and preserved for analysis.
2. **Sample Type:** The type of wastewater sample collected (e.g. grab, flow composite).
3. **Parameters:** The contaminants for which analysis is being performed (e. g. BOD, Aluminum, O&G).
4. **Analysis Date:** The date on which a parameter is analyzed by a certified lab.
5. **Sample Identification Number:** A unique number or code by which a wastewater sample is identified.
6. **Analyst Code:** A code that identifies the person who performs analysis for a specific parameter (e.g. analyst initials, employee number).
7. **Analytical Method:** An EPA-approved method for the analysis of a specific parameter.
8. **Method Detection Limit:** The minimum concentration of an analyte that can be measured and reported through analysis by a given method.
9. **Supervisor's Signature:** An authorized representative of each certified lab must sign the result sheets to indicate that lab analyses have been conducted according to appropriate standards.
10. **Certification Number:** The number assigned by the NH DES to an analytical lab that certifies the lab is approved for the analysis of specific parameters.

CHAIN OF CUSTODY

A copy of all completed Chains of Custody MUST be submitted with all self-monitoring report. A Chain of Custody documenting the transport of wastewater samples must include the following information.

1. **Sample Date:** The date on which a wastewater sample is collected and preserved for analysis.
2. **Sample Times:** The times during which a wastewater sample is collected. For a grab sample, collection time is sufficient; for a composite sample, start and stop times are necessary.
3. **Sample Identification Number:** A unique number or code by which a wastewater sample is identified.
4. **Sample Type:** The type of wastewater sample collected (e.g. grab, flow composite).
5. **Sample Containers:** A code that identifies the number and type of containers used for the transport of all wastewater samples.
6. **Parameters:** The contaminants for which analysis is to be performed (e. g. BOD, Aluminum).
7. **Relinquish Dates and Times:** The dates and times when custody of a wastewater sample is transferred from one responsible party to another.
8. **Signatures:** The signatures of all responsible parties documenting the transfer of a wastewater sample.

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SUMMARY SHEET- A PCR Summary Sheet MUST be submitted with all monitoring reports, and provide the following information.

1. **Facility Information:** The facility name and address, industrial sewer user permit number, and facility contact.
2. **Monitoring Point:** A specific sampling site, as described in the facility's industrial sewer user permit. Samples should only be collected from a designated sample site, according to the provisions of *Standards Methods for the Examination of Water and Wastewater (Standard Methods).*
3. **Submittal Date:** The date that a PCR is submitted to the City of Manchester EPD.
4. **Reporting Period:** The required self-monitoring reporting frequency, as designated in the facility's industrial sewer user permit, or more frequently if the industrial user chooses to do so. Circle appropriate frequency. Less frequent reporting requirements satisfy more frequent requirements (e.g. Annual requirements satisfy Monthly, Quarterly, Semi-Annual). Indicate Baseline Monitoring or Re-Sample, if applicable.
5. **Reporting Period Start and End Dates:** Start and end dates of the reporting period for which PCR Sheet is submitted.
6. **Certified Analytical Lab:** All environmental laboratories performing analysis of permitted discharges MUST be certified by the New Hampshire Department Of Environmental Services (NH DES).
7. **Authorized Representative:** Name of the laboratory supervisor who acts as the person in charge of laboratory analysis.
8. **Certification Number:** The certification number assigned by NHDES to an environmental laboratory. A certified lab must be certified for every parameter for which it provides analysis.
9. **Analytical Sub-Contractor:** An environmental lab that is contracted by another lab to perform analysis of specific parameters that the latter lab is typically not certified to analyze.
10. **Sampler:** The person in charge of collecting and preserving wastewater samples, according to the provisions of *Standards Methods.* The Sampler may be an employee of the permitted facility or a contractor. In either case, the permitted facility is ultimately responsible for the proper collection and preservation of wastewater samples.
11. **Grab Sample:** An instantaneous sample of the permitted discharge. A grab sample MUST be collected to measure pH for every sample. Analysis of certain other parameters also requires grab samples. Refer to *Standards Methods* for details.
12. **Time Composite Sample:** A representative sample of the permitted discharge that is comprised of aliquots collected at specified time intervals during a sampling event.
13. **Flow Composite Sample:** A representative sample of the permitted discharge that is comprised of aliquots collected at time intervals proportional to the discharge flow rate during a sampling event.
14. **Instantaneous Flow Rate:** Instantaneous flow rate (gallons per minute) through a monitoring point at time of sampling.
15. **Sample Date(s):** Date(s) sample is collected; if a composite sample is collected over two days, both dates are recorded.
16. **Sample Time:** The time that a wastewater sample is collected. For a composite sample, report both start and stop times.
17. **Start Date/Time:** The date and time when collection of a composite sample starts. The sampling duration must include as much of the daily discharge cycle as possible. 24-hour sample duration is necessary for a continuous discharge.
18. **Stop Date/Time:** The date and time when the collection of a composite sample stops.
19. **Aliquot:** A discreet sub-sample taken during a composite sampling event. A composite sample is composed of several aliquots that are collected in one container.
20. **Aliquot Volume:** The volume of aliquot that is collected each time a sub-sample is collected for compositing.
21. **Sample Volume:** The total volume of sample collected during a composite sampling event (sum of all aliquot volumes).
22. **Sampling Interval Volume:** The volume of wastewater discharged through a monitoring point during a sampling event.
23. **Daily Flow Rate:** The flow rate (in gallons per day) through a specific monitoring point during a 24-hour period. Daily Flow Rate equals the Sampling Interval Volume for a 24-hour sampling event.
24. **Monitoring Period Industrial Wastewater Flow:** The volume of industrial wastewater discharged to the public sewer from permitted processes during the monitoring period. Indicate whether volume is measured with a flow meter or estimated.
25. **Monitoring Period Start and End Dates:** The actual start and end dates of flow monitoring during the reporting period.
26. **Analytical Result:** The concentration value of each parameter, as reported in the lab result sheets of a certified laboratory. The analysis date for each parameter must also be included in the PCR Summary Sheet.
27. **Zero Discharge / Self-Monitoring:** Initial to indicate that no discharge from the facility's permitted processes has occurred during the monitoring period, and no sampling of permitted discharges has occurred during the monitoring period.